

One Time Occasional Tour

MILITARY (AGR) VACANCY ANNOUNCEMENT		
HUMAN RESOURCES OFFICE KANSAS NATIONAL GUARD 2800 SW TOPEKA BLVD TOPEKA, KS 66611-1287	Date: 27 June 2016	Announcement No: 2016-063
OPEN TO: Current members of the KSARNG	Applications will be accepted until: 1500 hrs. 8 July 2016	
POSITION TITLE, SERIES, AND GRADE: Readiness NCO, 00F, E6/E7	APPOINTMENT FACTORS: See paragraphs below.	
LOCATION OF POSITION: Garden City Community College, Garden City, KS	Minimum Grade SSG (E6)	Maximum Grade SFC (E7)

*Non-AGR Applicants: Not a promotion opportunity. Lateral 36-month OTOT only.

**AGR Applicants: Not a promotion opportunity. Lateral 36-month AGR stabilized tour.

QUALIFICATIONS:

- (1) AGR Soldiers must continue to meet medical standards of chapters 3, 4, or 5 of AR 40- 501 as applicable.
- (2) Any falsification of the eligibility requirements will result in immediate release from the AGR Program.
- (3) This position requires a Secret Security Clearance.
- (4) AGR applicants flagged in SIDPERS for security violation or pending any adverse actions will not be considered for transfer prior to lifting of the flag.
- (5) Must possess a valid state driver's license and be qualified to operate a GSA vehicle.
- (6) Individual must have a current, passing APFT and must meet height/weight standards prescribed in AR 600-9 prior to the closing of this job announcement and upon selection.
- (7) Army Basic Instructor Course (ABIC) graduate preferred.
- (8) A minimum of an Associate's Degree is preferred but not required.

Selecting Supervisor: COL Matt Oleen at jan.m.oleen.mil@mail.mil or 785-646-1013

POC for duty description: CSM Dwane Clifford at dwane.s.clifford.mil@mail.mil or 785-274-1804.

APPLICATION INSTRUCTIONS: All applications must be submitted via email to ng.ks.ksarng.list.hro-agr-applications@mail.mil

All Applicants must submit the following forms:

1. NGB Form 34-1, **20131111 Version only**, Application for Active Guard/Reserve (AGR) Position, signed and dated.
2. Enlisted Record Brief (ERB)
3. Personnel Qualification Record (PQR).
4. A current copy of Retirement Point Accounting Management (RPAM) Statement.
5. MEDPROS Individual Medical Readiness Record displaying evidence of: PHA completed within 12 months and HIV testing with-in last 24 months. **MEDPROS IMR Record can be obtained by accessing your AKO / Self Service / My Medical readiness / View Detailed Information (under any of the medical readiness status on right side of the screen) / IMR record (second document under Forms on left side of the screen).**
6. All DD Form 214s
7. Current DA Form 705 (Include DA 3349 if precluded from standard 3 event test) within 8 months for current AGR members.
8. Certified Height/Weight or DA 5500 or 5501 within 8 months of the closing date (May 2013 version only) if exceeds Screening Table Weight
9. NCOER's - previous 5 DA 2166-7/8 (Non Commissioned Officer Evaluation Report).
10. Current valid driver's license.
11. If OCONUS, applicant must provide a valid DSN in the block for OFFICE PHONE
12. REQUIRED an official military DA Photo.
13. REQUIRED documentation supporting applicant's qualifications (i.e. resume or military bio).

* Ensure that the following information is reflected on the NGB 34-1: Tour Announcement number and current telephone number where you can be reached for an interview. Carefully read and comply with instructions contained on this job announcement so that all required information is included. Sign and date the application.

**** Please review your application for accuracy prior to submission to HRO. Any documentation missing requires a letter regarding the circumstances. NOTHING WILL BE ADDED TO THE APPLICATION AFTER THE TIME PROVIDED ON THE CLOSING DATE. Applications without all required documentation will be returned without consideration. Applications received after the closing date will be returned without consideration.**

EQUAL EMPLOYMENT OPPORTUNITY: All qualified applicants will receive consideration for this position without discrimination for any non-merit reason such as race, sex, religion, national origin, lawful, political or other affiliations, marital status, age or membership/non-membership in an employee organization.

DUTY DESCRIPTION: All Applicants must be able to perform the listed duties for this position.

1. Conduct standard Readiness NCO functions:
 - a. Soldier Care & Family Readiness
 - b. Property Accountability
 - c. Pay & Travel Actions
 - d. Personnel Transactions & Promotions
 - e. Military Education Enrollment
 - f. Logistical Planning: IDT Meals & Lodging
2. Administer and lead Physical Readiness Training in a group setting.
3. Be a subject matter expert (SME) on, and be able to instruct, all Army Warrior Tasks and Battle Drills.
4. Be able to conduct Preliminary Marksmanship Instruction (PMI) on M9,M4,M249,M240,M2,MK19,M320.
5. Must be able to plan, resource, and conduct yearly training plans for TF Broncbuster.
6. Must be able to work well in a team environment and work in partnership with all entities that comprise TF Broncbuster.
7. Must be articulate and able to meet and communicate with Senior Collegiate Officials and Senior Personnel of the Kansas National Guard.
8. Must lead by example and provide mentorship and leadership training to junior Soldiers of the Kansas National Guard.
9. Will establish partnerships with members of the community and be the face of the Kansas National Guard in Garden City.